

<p style="text-align: center;"><b>CM/ECF</b></p> <p style="text-align: center;"><b>External User's Guide</b></p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p style="text-align: center;">Section 1.2</p> <p style="text-align: center;">Upload the Creditor Matrix</p>

## II. Upload Creditor Matrix

A creditor matrix contains creditor names and their mailing addresses.

STEP 1 Select **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display. Click **Creditor Maintenance**.

STEP 3 Click **Upload a creditor matrix file**. Enter a case number and click **Next**.

- ♦ The creditor matrix must be in a **.txt (or .scn)** format before it can be successfully uploaded. This is the only file that must be in a text format, all other documents are filed in PDF format.

**NOTE** - Creditors may also be uploaded individually by clicking **Enter Individual Creditors** and following the prompts. When entering more than one creditor, separate the names/addresses with a double-spaced line. Manual entries are not recommended.

*It is helpful to know the number of creditors being added BEFORE proceeding to the next step.*

STEP 4 At **Load Creditor Information**, click **Browse** to locate the creditor matrix file. It is good practice to always view the contents of any file prior to uploading it into the system (to do so, single-click the filename to highlight it, right-click with your mouse with the cursor over the filename, then select Open to view the document). Once opened and viewed, close the screen and you will be returned to the directory of your document. Double-click on the highlighted file or select Open. The document will then populate the **Browse** field and the file is attached. Click **Next**.

STEP 5 A confirmation screen will appear. Verify the number of creditors being added. Click **Submit**.

STEP 6 The **Creditors Receipt** screen will confirm the number of creditors added into the case.

**NOTE: This event will NOT generate a Notice of Electronic Filing, nor will it appear on the case docket.**